

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

September 1994

Issue #10

MACS-E NEWS

MACS-E CHANGES

Around the first week of August you may have noticed that the OFST and RQS4 screens were a bit different. That was because of the addition of a new field, "Budget Fiscal Year". It is not a mandatory key field and will default to the current fiscal year if left blank. The "FY" field on the accounting screens RACG, OACG, OCAC and OPAG will now reflect the Budget Fiscal Year.

As the label implies, this field will be useful to those who use monies from a fiscal year other than the current one.

GETTING THE MESSAGE

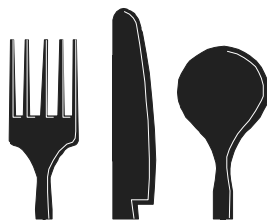
During your session throughout the day you may wish to access the MACS-E start-up screen to view any new messages and/or review existing ones. To do so, key "CAPS" in the Function Field. This screen contains only 8 lines, however, limiting the length and content of messages. To get around that, we are utilizing the "BTLN" screen in concert with the "CAPS" screen. Once you have viewed current messages on "CAPS", you then key "BTLN" in the Function Field. Once on that screen, key "G" (GET) in the Action

Field, tab to the Scroll Action Field, key "D" (Down) and press the Enter/Return key. Continue to press the Enter/Return key until you have exhausted all messages.

There are four functions you may perform at the Scroll Action Field -- "D" (Down), "U" (Up), "B" (Bottom), and "T" (Top). To leave the "BTLN" screen, key "L" (Leave) in the Action Field and the name of the screen you wish to access in the Screen Field.

WAIVERS

Edits have been added so that the Fiscal Year and Commodity Code are verified with the waiver control document record. If you run into a problem creating your WAO, give Anne Davis a call at 984-6268.



COOKING THINGS UP

Basic step-by-step "cookbook" procedures for creating all types of agency orders have been developed and were given to all attending the last MACS-E Users Group Meeting. If you would like a copy of them

call Diane Linker at 984-7049.

The next MACS-E Users Group Meeting will be held on September 14, 1994.

NJCFS NEWS

HIGHLIGHTS OF THE AUGUST NJCFS USER GROUP MEETING

AUDIT REQUIREMENTS

Melissa Nowalinski from OMB's Management Audit Unit (MAU) spoke to the group, describing the audit effort which is being undertaken by that office utilizing the new CFS accounting system. Acknowledging that the pre-audit function formerly performed by OMB has been eliminated with the inception of the CFS, she advised that MAU will perform post-audits. These will consist of random sampling of those transaction documents which do not require OMB review. The audits will attempt to determine that agencies are operating in compliance with procedures and that they are maintaining adequate documentation.

The MAU has reviewed transactions from the first six months of fiscal year 1994, is presently testing transactions

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from the third quarter and may also do some work on transactions from the fourth quarter. Specific transactions and selected agencies are being reviewed as a result of FOCUS sampling. The audit group will send a listing of tested transactions to the selected agencies; they will review back-up documentation held at the agencies as well as interviewing staff responsible for processing the transactions. The MAU is reporting the results of its work to Assistant Director Francis C. Gatti Jr.; any problems revealed as a result of the reviews will be discussed with the management and fiscal staff of the specific agencies. No formal reports will be issued at the conclusion of these agency audits.

Paul Vidunas of the State Auditors noted that his office will continue with their schedule of agency audits. All accounting transactions will be available to the auditors on a data base for sampling purposes. Their audits will continue to emphasize compliance with the approval process as well as conformity with state bidding procedures.

PAYROLL POSTING

John Burrows of System Development advised that, as a result of OTIS resources

being required for fiscal year end programming, fiscal year 1995 payroll postings have not yet taken place. These are expected to be brought current by the second week of August. Agencies were reminded that they can crosswalk fiscal year 1995 payroll charges to fiscal year 1994 on IXP2 for continuing appropriations.

John also informed the agency representatives that they must post their FM transactions and establish their FAIT entries to make the payroll crosswalk work for continuing appropriations. He also pointed out that all defaults will hit the current fiscal year (including those from FY 94 continuing appropriations).

INVOICE/REAPPROPRIATION ADJUSTMENTS

Assistant Director Gatti addressed the users concerning the reductions of invoices and reappropriations that were made by OMB to correct conversion problems. He advised that some re-establishments were inadvertently eliminated as a result of the process and the balances were applied against Invoices. Agencies were informed that, if necessary, they could contact Assistant Director Gatti to have certain accounts re-established for fiscal year 1995.

GENERAL NJCFS INFORMATION

Agencies were advised that NJCFS would no longer be available on Saturdays and Sundays.

The Appropriation Handbook is not yet ready for publication. When it is finished the agencies will be notified through the General Messages (GMSS) feature.

Any material adjustments for fiscal year 1994, which agencies consider essential, can be requested from Assistant Director Gatti for entry in the thirteenth accounting period. These requests should be submitted to Mr. Gatti by the middle of September.

AGENCY QUESTIONS

The following questions and issues were raised by agency users:

- Agencies were directed to contact Betty Jane Eddowes, OMB, with any problems encountered in connection with re-appropriations. Betty Jane will coordinate the resolution of the problem.
- In response to a user's question concerning the use of the FOCUS Menu reports, John Burrows explained that the data

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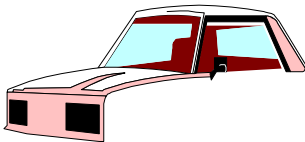
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will be purged on Menu-based reports. There are already purged items; entire files are available only through batch. To do batch FOCUS reports, users must first have batch FOCUS training.

- Agencies were advised that as purges of certain data files become necessary due to space limitations, notification will be made in advance through the Newsletter and the General Message feature.
- Several users also commented on the increasing processing time required for FOCUS programs. OMB is presently using production disk files to speed the process. This may be made available to users in the future.

Analysis Section is still ironing out some policy issues which should be resolved within the next few months.

The Department of Education attended Travel Sub-system training on August 31. The Department will "go live" within the next few weeks. In the interim, OMB has provided a practice region in which the participants can hone their skills until production begins.



TRAVEL MODULE UPDATE

Treasury Administration has been using the travel module for a month now and no major problems have been reported. OMB's Transaction Approval and